

EnergyAccessOnline

Columbia Gas of Massachusetts

User Manual

Last Updated:
February 08, 2015

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1. Welcome

We welcome our business partners to Energy Access Online. The purpose of this web site is to offer relevant information and secured electronic services to you through the World Wide Web. This web site will be used to:

- Process and confirm your daily nominations
- Deliver important information such as critical day notices, BTU factors, and daily imbalance prices
- Provide you with the ability to control your own User Administration
- Provide you access to your customer usage information.

We will be rolling out new functionality incrementally. If you have any questions or comments, please feel free to contact us via email at energyaccessonline@nsource.com, by phone 219-647-5678, or by visiting the [Transportation Services](#) web page under the Contract us section.

1.1.Navigation

To navigate the Energy Access Online site, you can use the menu on the left, or you can link to any function on the [Site Map](#), which provides an alphabetical listing within category.

1.2.Online Help

There is a Help function provided for every page which requires your input. These can be accessed from each entry page, or from [Technical Support](#).

1.3.Hardware and Software Requirements

This site is designed to run best using the North American Energy Standards Board (NAESB) recommended configuration or better. This includes the following.

- Computer P166 or higher.
- Memory 64Mb or higher.
- Windows 95, Windows 98, or Windows NT SP3.
- 56K modem or higher.
- Netscape 4.06 or higher; or Internet Explorer 4.0 SP1 or higher.
- Display resolution 800x600 or higher.
- JavaScript must be enabled in the browser.

1.4.Internet Explorer 8 users

This site works best if you turn on Compatibility Mode.

- Compatibility mode is found under the TOOLS menu.

2. Home Page

The screenshot shows the Energy Access Online (EASy) website. On the left is a blue navigation menu with the EASy logo at the top. The main content area has a blue header with the text 'Energy Access Online'. Below the header is a banner image of four people. The main content is divided into two columns. The left column contains sections: 'Announcement' (with a red button and callout 2), 'General Information' (with a link to 'about Energy Access Online'), 'How to Register' (with text about registration and a link to 'New User Registration Form' and callout 3), and 'Contact Us' (with text about questions and a link to 'contact us' and callout 4). The right column contains sections: 'Operational Notices' (with a red button and a link to 'Click here for current notices' and callout 5), and 'Daily Prices - 10/19/2011' (with a table of prices and callout 6). At the bottom of the page is a copyright notice and a link to 'Terms and Conditions of Use'.

EASy Online Home

- ▶ Nominations & Scheduling
- ▶ Customer Data
- ▶ Supplier Data
- ▶ Informational Postings
- ▶ Administration
- ▶ Contact Us
- ▶ Technical Support
- ▶ Site Map

Energy Access Online

Announcement 2
Exciting News!

General Information
Learn [about Energy Access Online](#).

How to Register 3
Before you can access customer data, your company must register our [New User Registration Form](#).

Contact Us 4
If you have any questions or comments, please feel free to [contact us](#).

[Site Map](#) | [Contact Webmaster](#)

Operational Notices 5
[Click here](#) for current notices.

Daily Prices - 10/19/2011 6

Category	\$/Dth
Daily Imbalance - Andover	\$3.8350
Daily Imbalance - Brockton	\$3.8450
Daily Imbalance - Lawrence	\$3.8350
Daily Imbalance - Springfield	\$3.8350

[Click here](#) to view historical prices.

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1. Navigation Menu

To navigate the Energy Access Online site, you can use the menu on the left. Click on the topic heading, such as Nominations & Scheduling, to expand the menu.

Click on the EASy Online Home link to bring you back to the home page.

2. Announcements

Announcements appear with notices from the Gas Scheduling department.

3. New User Registration

To register for EnergyAccessOnline, click on the [New User Registration Form](#) link.

4. Contact Us

To contact the gas transportation or scheduling departments, click on the [Contact Us](#) link. To contact the webmaster, click on the [Contact Webmaster](#) link. Click on the [Site Map](#) link to view all the available web pages.

5. Operational Notices

If there are any active operational notices, such as an Operational Flow Order, the red button will blink. Click on the [Click Here](#) link to view the details.

6. Daily Imbalance Prices

The current day's imbalance pricing appears in this section. These are posted each day at 7:15 am central time. The prices are per dekatherm. To see the historical prices, click on the [Click Here](#) link.

3. Informational Postings

The Informational Postings section is available to everyone. Expand the Informational Postings menu item on the left hand side to see the available web pages.

- Operational Notices
- Daily Pricing
- Daily BTU Factors
- Gas System Map
- City Gate Points

3.1. Operational Notices

If there are any active operational notices, such as an Operational Flow Order, the details are displayed on this web page.

The screenshot displays the EASy Online Home interface. On the left is a blue navigation menu with the following items: EASy Online Home, Nominations & Scheduling, Customer Data, Supplier Data, Informational Postings (expanded), Operational Notices, Daily Pricing, Daily BTU Factors, Gas System Map, Citygate Points, Administration, Contact Us, Technical Support, and Site Map. The main content area has a blue header with the 'Energy Access Online' logo and the 'Columbia Gas of Massachusetts' logo (A NiSource Company). Below the header, the title 'Operational Notices' is shown with a report date of 'Wed Oct 19 10:25:46 CDT 2011'. A table lists three notices for the date Oct-19-2011, all stating 'OFO Aggravated by underdelivery AFFECTING [LOCATION] TARIFF ZONE'. Below the table, a box contains a download link and a download icon. At the bottom, a copyright notice for Columbia Gas of Massachusetts is displayed.

GAS DATE	CRITICAL NOTICES
Oct-19-2011	OFO Aggravated by underdelivery AFFECTING ANDOVER POINT 021025 TARIFF ZONE
Oct-19-2011	OFO Aggravated by underdelivery AFFECTING LAWRENCE TARIFF ZONE
Oct-19-2011	OFO Aggravated by underdelivery AFFECTING SPRINGFIELD TARIFF ZONE

You may [download](#) the contents of this response in FF/EDM format.

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The list of notices displayed may also be exported to any application that accepts comma separated files, such as Microsoft Excel. Click on the download link. When prompted, click on the OPEN button to open immediately, or SAVE button to save on your local drives.

Microsoft Excel Hint: To expand the columns to fit the width of the data, select all the contents (Ctrl + A). Choose Format → Autofit Column Width.

DownloadPage[1].csv - Microsoft Excel

	A	B	C	D
1	tset-name	time-stamp	beg-dt	critical-notice
2	Operational Notices	Wed Oct 19 10:28:32 CDT 2011	Oct-19-2011	OFO Aggravated by underdelivery AFFECTING ANDOVER POINT 021025 TARIFF
3	Operational Notices	Wed Oct 19 10:28:32 CDT 2011	Oct-19-2011	OFO Aggravated by underdelivery AFFECTING LAWRENCE TARIFF ZONE
4	Operational Notices	Wed Oct 19 10:28:32 CDT 2011	Oct-19-2011	OFO Aggravated by underdelivery AFFECTING SPRINGFIELD TARIFF ZONE

3.2. Daily Prices

Daily Imbalance Prices for each service territory are displayed on this web page. To retrieve a prior month, use the Month and Year drop downs. Click on the REFRESH button.



Energy Access Online

EASy Online Home

- Nominations & Scheduling
- Customer Data
- Supplier Data
- Informational Postings
 - Operational Notices
 - Daily Pricing
 - Daily BTU Factors
 - Gas System Map
 - Citygate Points
- Administration
- Contact Us
- Technical Support
- Site Map

Daily Imbalance Pricing

Report Date: Wed Oct 19 10:58:35 CDT 2011

Oct 2011 Refresh

Columbia Gas of Massachusetts
A NiSource Company

Gas Day	Daily Imbalance Andover	Daily Imbalance Brockton	Daily Imbalance Lawrence	Daily Imbalance Springfield
10/19/2011	\$3.8350	\$3.8450	\$3.8350	\$3.8350
10/18/2011	\$3.9950	\$3.9400	\$3.9950	\$3.9950
10/17/2011	\$3.6550	\$3.6600	\$3.6550	\$3.6550
10/16/2011	\$3.6550	\$3.6600	\$3.6550	\$3.6550
10/15/2011	\$3.6550	\$3.6600	\$3.6550	\$3.6550
10/14/2011	\$3.6850	\$3.6600	\$3.6850	\$3.6850
10/13/2011	\$3.8450	\$3.8200	\$3.8450	\$3.8450
10/12/2011	\$3.8200	\$3.8050	\$3.8200	\$3.8200
10/11/2011	\$3.6850	\$3.6700	\$3.6850	\$3.6850
10/10/2011	\$3.5550	\$3.5750	\$3.5550	\$3.5550
10/09/2011	\$3.5550	\$3.5750	\$3.5550	\$3.5550
10/08/2011	\$3.5550	\$3.5750	\$3.5550	\$3.5550
10/07/2011	\$3.6250	\$3.6800	\$3.6250	\$3.6250
10/06/2011	\$3.8500	\$3.8900	\$3.8500	\$3.8500
10/05/2011	\$3.8000	\$3.8700	\$3.8000	\$3.8000
10/04/2011	\$3.7800	\$3.7900	\$3.7800	\$3.7800
10/03/2011	\$3.8950	\$3.8100	\$3.8950	\$3.8950
10/02/2011	\$3.8950	\$3.8100	\$3.8950	\$3.8950
10/01/2011	\$3.8950	\$3.8100	\$3.8950	\$3.8950

The list of prices displayed may also be exported to any application that accepts comma separated files, such as Microsoft Excel. Click on the [download](#) link. When prompted, click on the OPEN button to open immediately, or SAVE button to save on your local drives.

NOTE: When viewing the data, you will want to format the pricing columns to 4 decimal places. In Microsoft Excel, Choose Format->Format Cells. Then select NUMBER, and change the decimal places to 4.

Microsoft Excel Hint: To expand the columns to fit the width of the data, select all the contents (Ctrl + A). Choose Format → Autofit Column Width.

DownloadPage[1].csv - Microsoft Excel								
File Home Insert Page Layout Formulas Data Review View								
K22								
	A	B	C	D	E	F	G	H
1	tset-name	time-stamp	beg-dt	imb-an	imb-br	imb-la	imb-sp	
2	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/19/2011	3.8350	3.8450	3.8350	3.8350	
3	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/18/2011	3.9950	3.9400	3.9950	3.9950	
4	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/17/2011	3.6550	3.6600	3.6550	3.6550	
5	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/16/2011	3.6550	3.6600	3.6550	3.6550	
6	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/15/2011	3.6550	3.6600	3.6550	3.6550	
7	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/14/2011	3.6850	3.6600	3.6850	3.6850	
8	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/13/2011	3.8450	3.8200	3.8450	3.8450	
9	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/12/2011	3.8200	3.8050	3.8200	3.8200	
10	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/11/2011	3.6850	3.6700	3.6850	3.6850	
11	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/10/2011	3.5550	3.5750	3.5550	3.5550	
12	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/9/2011	3.5550	3.5750	3.5550	3.5550	
13	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/8/2011	3.5550	3.5750	3.5550	3.5550	
14	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/7/2011	3.6250	3.6800	3.6250	3.6250	
15	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/6/2011	3.8500	3.8900	3.8500	3.8500	
16	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/5/2011	3.8000	3.8700	3.8000	3.8000	
17	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/4/2011	3.7800	3.7900	3.7800	3.7800	
18	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/3/2011	3.8950	3.8100	3.8950	3.8950	
19	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/2/2011	3.8950	3.8100	3.8950	3.8950	
20	Daily Imbalance Pricing	Wed Oct 19 11:06:47 CDT 2011	10/1/2011	3.8950	3.8100	3.8950	3.8950	
21								
22								

3.3. Daily BTU Factors

The Daily BTU Factors for each service territory are displayed on this web page. To retrieve a prior month, use the Month and Year drop downs. Click on the REFRESH button.

**Energy Access Online**

EASy Online Home

- ▶ Nominations & Scheduling
- ▶ Customer Data
- ▶ Supplier Data
- ▼ Informational Postings
 - Operational Notices
 - Daily Pricing
 - Daily BTU Factors
 - Gas System Map
 - Citygate Points
- ▶ Administration
- ▶ Contact Us
- Technical Support
- Site Map

Daily BTU Factors
Report Date: Wed Oct 19 11:11:37 CDT 2011
Gas Month: Oct 2011 


Gas Date	Brockton	Springfield	Northampton	Lawrence	Andover
10/01/2011	1.030	1.028	1.029	1.028	1.040
10/02/2011	1.033	1.029	1.031	1.029	1.030
10/03/2011	1.030	1.031	1.034	1.030	1.030
10/04/2011	1.039	1.034	1.037	1.038	1.039
10/05/2011	1.034	1.036	1.036	1.040	1.039
10/06/2011	1.033	1.035	1.038	1.037	1.038
10/07/2011	1.034	1.034	1.034	1.035	1.035
10/08/2011	1.033	1.032	1.031	1.033	1.033
10/09/2011	1.039	1.029	1.028	1.030	1.030
10/10/2011	1.028	1.028	1.030	1.028	1.028
10/11/2011	1.030	1.029	1.030	1.029	1.030
10/12/2011	1.032	1.029	1.029	1.032	1.032

You may[download](#) the contents of this response in FF/EDM format.

The list of BTU Factors displayed may also be exported to any application that accepts comma separated files, such as Microsoft Excel. Click on the [download](#) link. When prompted, click on the OPEN button to open immediate, or SAVE button to save on your local drives.

Microsoft Excel Hint: To expand the columns to fit the width of the data, select all the contents (Ctrl + A). Choose Format → Autofit Column Width.

DownloadPage[1].csv - M

File	Home	Insert	Page Layout	Formulas	Data	Review	View
K11							
	A	B	C	D	E	F	G
1	BTU_DT	BTU_FTR_BR	BTU_FTR_SP	BTU_FTR_NH	BTU_FTR_LA	BTU_FTR_AN	
2	10/1/2011	1.03	1.028	1.029	1.028	1.04	
3	10/2/2011	1.033	1.029	1.031	1.029	1.03	
4	10/3/2011	1.03	1.031	1.034	1.03	1.03	
5	10/4/2011	1.039	1.034	1.037	1.038	1.039	
6	10/5/2011	1.034	1.036	1.036	1.04	1.039	
7	10/6/2011	1.033	1.035	1.038	1.037	1.038	
8	10/7/2011	1.034	1.034	1.034	1.035	1.035	
9	10/8/2011	1.033	1.032	1.031	1.033	1.033	
10	10/9/2011	1.039	1.029	1.028	1.03	1.03	
11	10/10/2011	1.028	1.028	1.03	1.028	1.028	
12	10/11/2011	1.03	1.029	1.03	1.029	1.03	
13	10/12/2011	1.032	1.029	1.029	1.032	1.032	
14							

3.4. Gas System Map

The service territories for Columbia Gas of Massachusetts are displayed on this web page. To open this image in Adobe Reader, click on the [Click Here for PDF version](#) link. To get Adobe Reader, click on the Adobe Reader icon.

Reader Room:

ed
sty

EASy Online Home

- ▶ **Nominations & Scheduling**
- ▶ **Customer Data**
- ▶ **Supplier Data**
- ▶ **Informational Postings**
 - Operational Notices
 - Daily Pricing
 - Daily BTU Factors
 - Gas System Map
 - Citygate Points
- ▶ **Administration**
- ▶ **Contact Us**
- ▶ **Technical Support**
- Site Map**

Energy Access Online

Gas System Map

COLUMBIA GAS OF MASSACHUSETTS SERVICE TERRITORY

SPRINGFIELD OPERATING AREA

LAWRENCE OPERATING AREA

BROCKTON OPERATING AREA

FRANCHISE SERVICE TERRITORY

LIMITED SERVICE AREA

Columbia Gas® of Massachusetts

A NiSource Company

▼ Expand All
Contract All ▲
[Click here for the pdf version.](#)

3.5. City Gate Points

The list of available points for transport nominations are displayed on this web page.



Energy Access Online

Citygate Points
Report Date: Wed Oct 19 16:11:24 CDT 2011

Columbia Gas of Massachusetts
A NiSource Company

Description	PI Grid Id	LDC Id	BTU Zone	Tariff Zone
00011-AGT-TAUNTON	38458	11	BROCKTON	BROCKTON
00024-AGT-BROCKTON	38546	24	BROCKTON	BROCKTON
020107-TGP-AGAWAN	27758	20107	SPRINGFIELD	SPRINGFIELD
020121-TGP-LAWRENCE MASS	27738	20121	LAWRENCE	LAWRENCE
020193-TGP-E LONGMEADOW MA	27759	20193	SPRINGFIELD	SPRINGFIELD
020751-TGP-MONSON	27763	20751	SPRINGFIELD	SPRINGFIELD
021025-TGP-ANDOVER	27793	21205	ANDOVER POINT 021025	ANDOVER POINT 021025

You may [download](#) the contents of this response in FF/EDM format.

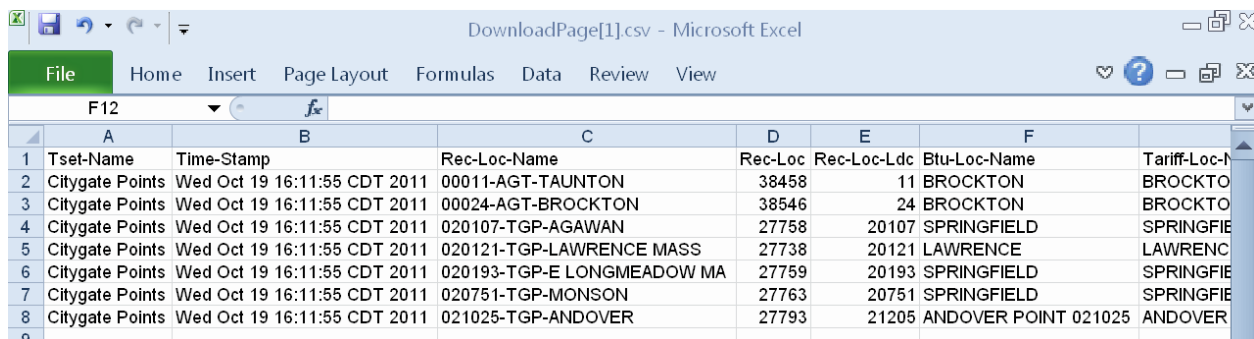


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- EASy Online Home
 - Nominations & Scheduling
 - Customer Data
 - Supplier Data
 - Informational Postings
 - Operational Notices
 - Daily Pricing
 - Daily BTU Factors
 - Gas System Map
 - Citygate Points
 - Administration
 - Contact Us
 - Transport Services
 - Webmaster
 - Technical Support
 - Site Map

The list of points displayed may also be exported to any application that accepts comma separated files, such as Microsoft Excel. Click on the [download](#) link. When prompted, click on the OPEN button to open immediate, or SAVE button to save on your local drives.

Microsoft Excel Hint: To expand the columns to fit the width of the data, select all the contents (Ctrl + A). Choose Format → Autofit Column Width.



	A	B	C	D	E	F	G
1	Tset-Name	Time-Stamp	Rec-Loc-Name	Rec-Loc	Rec-Loc-Ldc	Btu-Loc-Name	Tariff-Loc-Name
2	Citygate Points	Wed Oct 19 16:11:55 CDT 2011	00011-AGT-TAUNTON	38458	11	BROCKTON	BROCKTON
3	Citygate Points	Wed Oct 19 16:11:55 CDT 2011	00024-AGT-BROCKTON	38546	24	BROCKTON	BROCKTON
4	Citygate Points	Wed Oct 19 16:11:55 CDT 2011	020107-TGP-AGAWAN	27758	20107	SPRINGFIELD	SPRINGFIELD
5	Citygate Points	Wed Oct 19 16:11:55 CDT 2011	020121-TGP-LAWRENCE MASS	27738	20121	LAWRENCE	LAWRENCE
6	Citygate Points	Wed Oct 19 16:11:55 CDT 2011	020193-TGP-E LONGMEADOW MA	27759	20193	SPRINGFIELD	SPRINGFIELD
7	Citygate Points	Wed Oct 19 16:11:55 CDT 2011	020751-TGP-MONSON	27763	20751	SPRINGFIELD	SPRINGFIELD
8	Citygate Points	Wed Oct 19 16:11:55 CDT 2011	021025-TGP-ANDOVER	27793	21205	ANDOVER POINT 021025	ANDOVER POINT 021025

4. Nominations & Scheduling

The Nominations & Scheduling section contains secured web pages that allow a marketer to enter daily transportation nominations and maintain their upstream contracts. Expand the Nominations & Scheduling menu item on the left hand side to see the available web pages.

- Transport Nominations
- Upstream Contracts

4.1. Transport Nominations

The Transportation Nomination page provides the ability to add or change a transportation nomination. One nomination transaction consists of the volumes transported for a date range and one onsystem city gate point. It designates the source of gas (pipeline contracts or company program) and the destination (marketer pool).

- Cycle 1 transportation nominations are submitted for the next gas day by 11:30 am Central Time.
- Cycle 2 transportation nominations are submitted for the current gas day by 5:00 pm Central Time.

After 5:00 pm Central time of the current gas day, nomination changes are not allowed.



EASy Online Home

- ▼ **Nominations & Scheduling**
 - Transport Nominations
 - Upstream Contracts
- ▼ **Customer Data**
- ▼ **Supplier Data**
- ▼ **Informational Postings**
- ▼ **Administration**
- ▼ **Contact Us**
- ▼ **Technical Support**
- ▼ **Site Map**

Energy Access Online

Transportation Nomination

[? Help](#)

ABC MARKETER

Norm Deadline: 5:00 PM CDT

Current Time: 12:47 PM CDT

Effective Date: Oct 19 2011

End Date: Oct 31 2011

Citygate: 00024-BROCKTON

Status: **UnConfirmed**

Refresh

Supply/Upstream

Type	Description	Prev Day Quantity	Quantity in Dth	Difference
Contract	123456789			

Upstream Daily Total: 0

Market/Downstream

Type	Description	Prev Day Quantity	Quantity in Dth	Difference
Site	MARKETER (BRK/DM/PASS)			
Site	MARKETER (BRK/NDM/PASS)			

Downstream Daily Total: 0

Save Nomination
Reset

Last updated on:

▼ **Expand All** **Contract All** ▲

Upstream Total: 0

Downstream Total: 0

1. The initial date displayed is today's gas date and the city gate point is 00024-Brockton. To enter a nomination for a different gas date or for a different city gate point, change the drop down values. Click on the REFRESH button to refresh the Supply/Upstream and Market/Downstream grids.
2. In the Supply/Upstream grid, a list of upstream contracts for which it is possible to nominate will be presented. If a nomination has already been entered, that information will also be displayed. The previous day's nomination and differences are also displayed, to assist in entering the volumes to be nominated.

If you do not see the upstream contract that you need, these can be entered into the Upstream Contract web page available under the same Nominations & Scheduling section.

3. In the Market/Downstream grid, a list of the marketer's customer pools for which it is possible to nominate will be presented. These pools are categorized by service territory, daily metered versus no-daily metered, and pass-thru versus complete billing. If a nomination has already been entered, that information will also be displayed. The previous day's nomination and differences are also displayed, to assist in entering the volumes to be nominated.

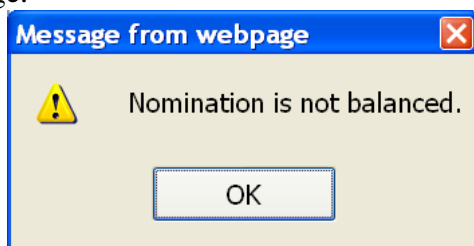
If you do not see the pool that you need, please refer to the contact information listed on the Transportation Services web page under the Contact Us section.

4. If you wish for the nomination to span for more than one day, change the End Date.
5. If a date range is displayed for an existing nomination, but you want to change only one day's volumes, refer to the section below titled "Single Day Entry Feature (Nomination Splitting)"
6. Enter or change the nominated volume for any detail item desired. Zeroing or blanking out a volume deletes the nomination for that detail.

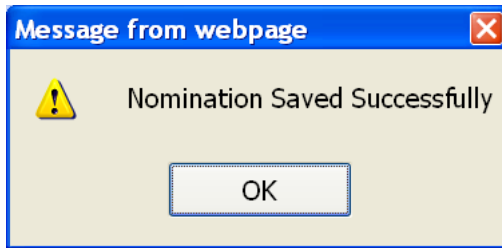
The rules for valid entry are:

- The end date must be greater than or equal to the effective date, and must be in the same month/year.
- The volume is entered in dekatherms, with no decimal places.
- The upstream and downstream nominations must be balanced (the totals must be equal).

7. Press the SAVE NOMINATION button. If there is an error, the page will be presented with the error message.



If the nomination was accepted, a confirmation message will be displayed.



The header will initially display status of UnConfirmed. When the internal system processes the nomination for the nomination **cycle**, the status will change to Confirmed. At this time, the nomination will appear on the reports listed in the Supplier Data section.

8. If you wish to view or make a nomination for another city gate point or date, change the drop down values at the top. Click on the REFRESH button to refresh the Supply/Upstream and Market/Downstream grids. If the chosen date is past the deadline, no entry will be allowed.

4.1.1. Single Day Entry Feature (Nomination Splitting)

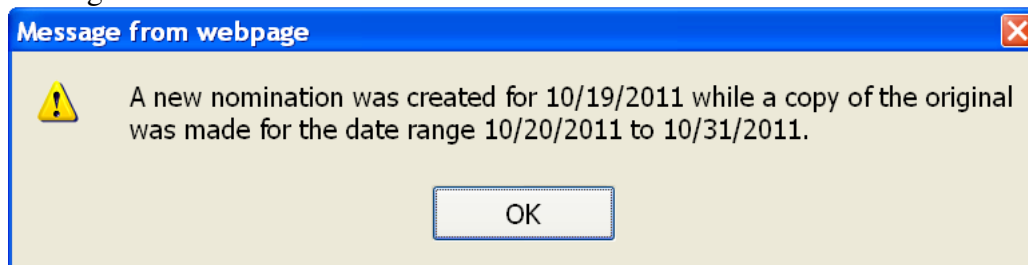
The 'Single Day Entry' feature allows you to change the volumes for a single day, while the remaining days' volumes are left intact. This feature essentially performs a split of the nomination into two nominations.

For example: A nomination is setup for 10/19 thru 10/31.

By clicking on the SINGLE DAY ENTRY button, 2 nominations now exist:

- 10/19 thru 10/19
- 10/20 thru 10/31

1. To use this feature, press the SINGLE DAY ENTRY button. You will be prompted with a confirmation message.



2. Make your modifications to the nomination displayed, and press the 'Save Nomination' button.

Note: The SINGLE DAY ENTRY button will only appear for existing nominations that span for more than one day.

4.1.2. Allocate button

For existing nominations, a button will appear called ALLOCATE appears beneath the Upstream Daily total. This button allows the system to calculate the downstream volumes for you if you make a volume change to an upstream contract. The system will apply the volume change to your daily metered pool first, then to the non-daily metered pool.

4.2.Upstream Contracts

The Maintain Upstream Contract page provides the ability for marketers to add or change their upstream contract information. The upstream contracts are the contracts marketers have with the pipelines for supply of gas. The marketers can also enter in contracts that they have with Columbia Gas of Massachusetts for peaking supply, company storage, or company managed supply. This information is used for entering transportation nominations.

4.2.1. Adding a new upstream contract

When the upstream contract web page is first opened, there is the option to create a new upstream contract or modify an existing one. To add a new upstream contract:

1. Click on the CREATE NEW button.
2. You will be presented with a blank form for entering the upstream contract information. Enter the information. The rules for valid entry are:
 - All required fields must be entered. Required fields are designated by an asterisk.
 - The end date must be greater than or equal to the effective date.

Energy Access Online

Maintain Upstream Contract

ABC MARKETER

Please enter the following Upstream Contract information:
** denotes required entries*

*Contract Number

*Shipper

*Pipeline

*Contract Type

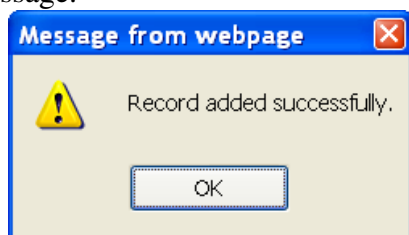
*Effective Date Oct 19 2011

*End Date Oct 19 2011

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Important Notes:

- The Contract Number is what appears on the Transportation Nomination page as identification of the upstream contract.
 - In the case of Tennessee (TGP) deliveries, this will generally be the "DUNS" number of the upstream shipper, identified as Svc Req, on TGP PASSKEY EBB.
 - In the case of AGT, it should be the upstream contract number, identified as Svc Req K, on the AGT LINK EBB.
 - The Shipper should be the holder of the upstream contract. We realize delivered supply may change hands several times and it may be difficult to know the ultimate shipper name, but the more specific the user can be with the Shipper, the less opportunity for a problem in the pipeline confirmation process.
 - The Contract Type defaults to Pipeline. If your gas supply is Peaking, Company Storage, or Company Managed change the Contract Type drop down to the appropriate supply type.
3. Press the 'Save' button. If there is an error, the page will be presented again with the error message(s) displayed. If the contract was accepted, the contract information will be displayed with a confirmation message.



4.2.2. *Modifying an existing upstream contract*

When the upstream contract web page is first opened, there is the option to create a new upstream contract or modify an existing one.

To modify an existing upstream contract:

Energy Access Online

Maintain Upstream Contract [Help](#)

ABC MARKETER

To create a new Upstream Contract, press [Create New](#)

To edit or remove an existing Upstream Contract, select the Upstream Contract in the list below.

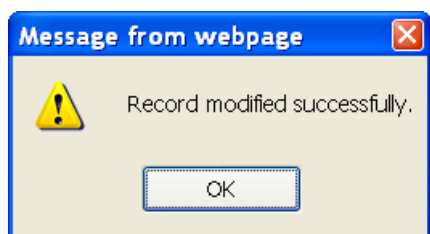
Select	Contract Number	Contract Type	Pipeline	Effective Date	End Date
	111222333	Pipeline	TENNESSEE GAS PIPELINE COMPANY	02/01/2005	12/31/2016
	123456789	Pipeline	ALGONQUIN GAS TRANSMISSION COMPANY	02/01/2005	12/31/2016

1. Press the red SELECT button on the left side of an existing contract. You will be presented with the information currently on file for the contract. The rules for valid entry are:
 - All required fields must be entered. Required fields are designated by an asterisk.
 - The end date must be greater than or equal to the effective date.

The screenshot shows the 'Energy Access Online' web interface. On the left is a blue sidebar with the 'EASy Online Home' logo and a menu including 'Nominations & Scheduling', 'Customer Data', 'Supplier Data', 'Informational Postings', 'Administration', and 'Contact Us'. The main content area is titled 'Maintain Upstream Contract' and shows 'ABC MARKETER'. It contains a form with the following fields: '*Contract Number' (text box with '111222333'), '*Shipper' (text box with '111222333'), '*Pipeline' (text box with 'TENNESSEE GAS PIPELINE COMPANY'), '*Contract Type' (dropdown menu with 'Pipeline' selected), '*Effective Date' (text box with '02/01/2005'), and '*End Date' (calendar picker showing 'Dec 31 2016'). A red asterisk indicates required fields. A 'Help' button is in the top right corner.

Important Notes:

- The Contract Number is what appears on the Transportation Nomination page as identification of the upstream contract.
 - In the case of Tennessee (TGP) deliveries, this will generally be the "DUNS" number of the upstream shipper, identified as Svc Req, on TGP PASSKEY EBB.
 - In the case of AGT, it should be the upstream contract number, identified as Svc Req K, on the AGT LINK EBB.
 - The Shipper should be the holder of the upstream contract. We realize delivered supply may change hands several times and it may be difficult to know the ultimate shipper name, but the more specific the user can be with the Shipper, the less opportunity for problem in the pipeline confirmation process.
 - If your gas supply is Peaking, Company Storage, or Company Managed change the Contract Type drop down to the appropriate supply type.
2. Press the 'Save' button. If there is an error, the page will be presented again with the error message(s) displayed. If the contract was accepted, the contract information will be displayed with a confirmation message.



4.2.3. Removing an existing upstream contract

An upstream contract cannot be removed. Instead, close it by entering an end date. The contract will no longer appear on the Transport Nomination window once the nomination date has passed the end date.

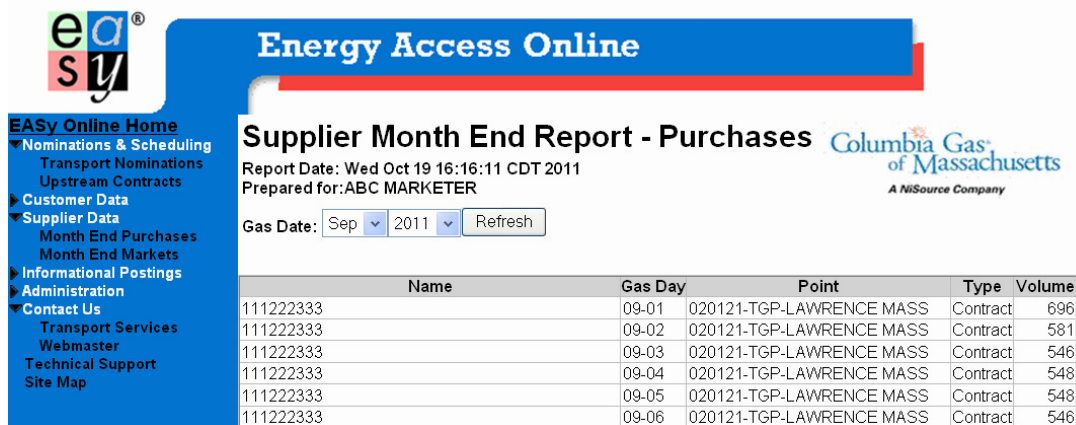
5. Supplier Data

The supplier data section contains two reports that show the nominations that have been validated by the internal system.

- Month End Purchases
- Month End Markets

5.1.Month End Purchases

The Month End Purchases report displays the nomination detail from the upstream or supply side. It is subtotaled by city gate point, then upstream contract. There is a grand total at the end of the report. To retrieve a prior month, use the Month and Year drop downs. Click on the REFRESH button.



Energy Access Online

Supplier Month End Report - Purchases

Report Date: Wed Oct 19 16:16:11 CDT 2011
Prepared for: ABC MARKETER

Gas Date: Sep 2011 Refresh

Name	Gas Day	Point	Type	Volume
111222333	09-01	020121-TGP-LAWRENCE MASS	Contract	696
111222333	09-02	020121-TGP-LAWRENCE MASS	Contract	581
111222333	09-03	020121-TGP-LAWRENCE MASS	Contract	546
111222333	09-04	020121-TGP-LAWRENCE MASS	Contract	548
111222333	09-05	020121-TGP-LAWRENCE MASS	Contract	548
111222333	09-06	020121-TGP-LAWRENCE MASS	Contract	546

Scroll Down.....



Energy Access Online

EASy Online Home

- ▼ Nominations & Scheduling
 - Transport Nominations
 - Upstream Contracts
- ▶ Customer Data
- ▼ Supplier Data
 - Month End Purchases
 - Month End Markets
- ▶ Informational Postings
- ▶ Administration
- ▼ Contact Us
 - Transport Services
 - Webmaster
 - Technical Support
 - Site Map

123456789	09-14	00024-AGT-BROCKTON	Contract	1,802
123456789	09-15	00024-AGT-BROCKTON	Contract	2,737
123456789	09-16	00024-AGT-BROCKTON	Contract	3,666
123456789	09-17	00024-AGT-BROCKTON	Contract	3,374
123456789	09-18	00024-AGT-BROCKTON	Contract	2,948
123456789	09-19	00024-AGT-BROCKTON	Contract	2,664
123456789	09-20	00024-AGT-BROCKTON	Contract	2,305
123456789	09-21	00024-AGT-BROCKTON	Contract	1,905
123456789	09-22	00024-AGT-BROCKTON	Contract	1,904
123456789	09-23	00024-AGT-BROCKTON	Contract	1,901
123456789	09-24	00024-AGT-BROCKTON	Contract	1,835
123456789	09-25	00024-AGT-BROCKTON	Contract	1,835
123456789	09-26	00024-AGT-BROCKTON	Contract	1,835
123456789	09-27	00024-AGT-BROCKTON	Contract	1,950
123456789	09-28	00024-AGT-BROCKTON	Contract	2,000
123456789	09-29	00024-AGT-BROCKTON	Contract	2,049
123456789	09-30	00024-AGT-BROCKTON	Contract	2,312
Subtotal for 00024-AGT-BROCKTON				63,226
Total for 123456789				63,226
TOTAL FOR MONTH				106,108

You may [download](#) the contents of this response in FF/EDM format.



▼ Expand All Contract All ▲

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The month end purchases displayed may also be exported to any application that accepts comma separated files, such as Microsoft Excel. Click on the download link. When prompted, click on the OPEN button to open immediate, or SAVE button to save on your local drives.

Microsoft Excel Hint: To expand the columns to fit the width of the data, select all the contents (Ctrl + A). Choose Format → Autofit Column Width.

DownloadPage[1].csv - Microsoft Excel					
File Home Insert Page Layout Formulas Data Review View					
F11					
	A	B	C	D	E
1	name	gas-dt	rec-loc	tt	qty
2		111222333 1-Sep	020121-TGP-LAWRENCE MASS	Contract	696
3		111222333 2-Sep	020121-TGP-LAWRENCE MASS	Contract	581
4		111222333 3-Sep	020121-TGP-LAWRENCE MASS	Contract	546
5		111222333 4-Sep	020121-TGP-LAWRENCE MASS	Contract	548
6		111222333 5-Sep	020121-TGP-LAWRENCE MASS	Contract	548
7		111222333 6-Sep	020121-TGP-LAWRENCE MASS	Contract	546
8		111222333 7-Sep	020121-TGP-LAWRENCE MASS	Contract	696
9		111222333 8-Sep	020121-TGP-LAWRENCE MASS	Contract	595
10		111222333 9-Sep	020121-TGP-LAWRENCE MASS	Contract	570
11		111222333 10-Sep	020121-TGP-LAWRENCE MASS	Contract	401
12		111222333 11-Sep	020121-TGP-LAWRENCE MASS	Contract	424
13		111222333 12-Sep	020121-TGP-LAWRENCE MASS	Contract	594
14		111222333 13-Sep	020121-TGP-LAWRENCE MASS	Contract	594
15		111222333 14-Sep	020121-TGP-LAWRENCE MASS	Contract	564
16		111222333 15-Sep	020121-TGP-LAWRENCE MASS	Contract	909
17		111222333 16-Sep	020121-TGP-LAWRENCE MASS	Contract	1058
18		111222333 17-Sep	020121-TGP-LAWRENCE MASS	Contract	908
19		111222333 18-Sep	020121-TGP-LAWRENCE MASS	Contract	966
20		111222333 19-Sep	020121-TGP-LAWRENCE MASS	Contract	919
21		111222333 20-Sep	020121-TGP-LAWRENCE MASS	Contract	554
22		111222333 21-Sep	020121-TGP-LAWRENCE MASS	Contract	554
23		111222333 22-Sep	020121-TGP-LAWRENCE MASS	Contract	509
24		111222333 23-Sep	020121-TGP-LAWRENCE MASS	Contract	479
25		111222333 24-Sep	020121-TGP-LAWRENCE MASS	Contract	394
26		111222333 25-Sep	020121-TGP-LAWRENCE MASS	Contract	394
27		111222333 26-Sep	020121-TGP-LAWRENCE MASS	Contract	519
28		111222333 27-Sep	020121-TGP-LAWRENCE MASS	Contract	518
29		111222333 28-Sep	020121-TGP-LAWRENCE MASS	Contract	483
30		111222333 29-Sep	020121-TGP-LAWRENCE MASS	Contract	533
31		111222333 30-Sep	020121-TGP-LAWRENCE MASS	Contract	538
32	Subtotal for 020121-TGP-LAWRENCE MASS				18138
33		111222333 1-Sep	020193-TGP-E LONGMEADOW MA	Contract	684
34		111222333 2-Sep	020193-TGP-E LONGMEADOW MA	Contract	670

5.2.Month End Markets

The Month End Markets report displays the nomination detail for the downstream or market side. It is subtotaled by city gate point, then marketer pool. There is a grand total at the end of the report. To retrieve a prior month, use the Month and Year drop downs. Click on the REFRESH button.



Energy Access Online

EASy Online Home

- ▼Nominations & Scheduling
 - Transport Nominations
 - Upstream Contracts
- ▶Customer Data
- ▼Supplier Data
 - Month End Purchases
 - Month End Markets**
- ▶Informational Postings
- ▶Administration
- ▼Contact Us
 - Transport Services
 - Webmaster
 - Technical Support
 - Site Map

Supplier Month End Report - Markets

Report Date: Wed Oct 19 16:22:47 CDT 2011
Prepared for:ABC MARKETER

Gas Date: Sep 2011 Refresh

Name	Gas Day	Point	Type	Volume
MARKETER (BRK/DM/PASS)	09-01	00024-AGT-BROCKTON	Site	1,200
MARKETER (BRK/DM/PASS)	09-02	00024-AGT-BROCKTON	Site	1,100
MARKETER (BRK/DM/PASS)	09-03	00024-AGT-BROCKTON	Site	1,050
MARKETER (BRK/DM/PASS)	09-04	00024-AGT-BROCKTON	Site	1,050
MARKETER (BRK/DM/PASS)	09-05	00024-AGT-BROCKTON	Site	1,125
MARKETER (BRK/DM/PASS)	09-06	00024-AGT-BROCKTON	Site	1,200



A NiSource Company

Scroll Down.....



Energy Access Online

EASy Online Home

- ▼Nominations & Scheduling
 - Transport Nominations
 - Upstream Contracts
- ▶Customer Data
- ▼Supplier Data
 - Month End Purchases
 - Month End Markets**
- ▶Informational Postings
- ▶Administration
- ▼Contact Us
 - Transport Services
 - Webmaster
 - Technical Support
 - Site Map

MARKETER (SPR/NDM/PASS)	09-14	020193-TGP-E LONGMEADOW MA	Site	559
MARKETER (SPR/NDM/PASS)	09-15	020193-TGP-E LONGMEADOW MA	Site	1,216
MARKETER (SPR/NDM/PASS)	09-16	020193-TGP-E LONGMEADOW MA	Site	1,418
MARKETER (SPR/NDM/PASS)	09-17	020193-TGP-E LONGMEADOW MA	Site	1,284
MARKETER (SPR/NDM/PASS)	09-18	020193-TGP-E LONGMEADOW MA	Site	1,284
MARKETER (SPR/NDM/PASS)	09-19	020193-TGP-E LONGMEADOW MA	Site	1,284
MARKETER (SPR/NDM/PASS)	09-20	020193-TGP-E LONGMEADOW MA	Site	744
MARKETER (SPR/NDM/PASS)	09-21	020193-TGP-E LONGMEADOW MA	Site	550
MARKETER (SPR/NDM/PASS)	09-22	020193-TGP-E LONGMEADOW MA	Site	557
MARKETER (SPR/NDM/PASS)	09-23	020193-TGP-E LONGMEADOW MA	Site	557
MARKETER (SPR/NDM/PASS)	09-24	020193-TGP-E LONGMEADOW MA	Site	561
MARKETER (SPR/NDM/PASS)	09-25	020193-TGP-E LONGMEADOW MA	Site	561
MARKETER (SPR/NDM/PASS)	09-26	020193-TGP-E LONGMEADOW MA	Site	618
MARKETER (SPR/NDM/PASS)	09-27	020193-TGP-E LONGMEADOW MA	Site	560
MARKETER (SPR/NDM/PASS)	09-28	020193-TGP-E LONGMEADOW MA	Site	619
MARKETER (SPR/NDM/PASS)	09-29	020193-TGP-E LONGMEADOW MA	Site	757
MARKETER (SPR/NDM/PASS)	09-30	020193-TGP-E LONGMEADOW MA	Site	965
Subtotal for 020193-TGP-E LONGMEADOW MA				22,394
Total for MARKETER (SPR/NDM/PASS)				22,394
TOTAL FOR MONTH				106,108

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The month end markets displayed may also be exported to any application that accepts comma separated files, such as Microsoft Excel. Click on the [download](#) link. When prompted, click on the OPEN button to open immediate, or SAVE button to save on your local drives.

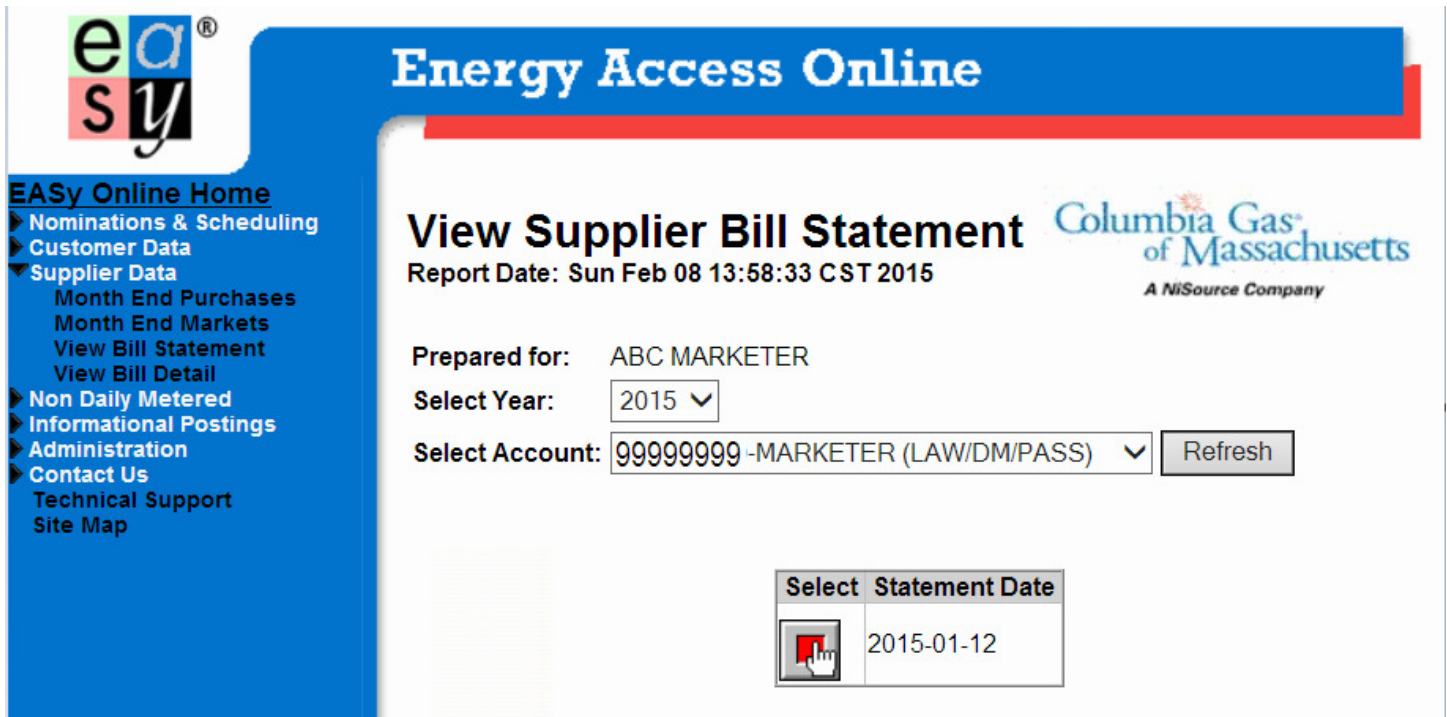
Microsoft Excel Hint: To expand the columns to fit the width of the data, select all the contents (Ctrl + A). Choose Format → Autofit Column Width.

DownloadPage[1].csv - Microsoft Excel					
File Home Insert Page Layout Formulas Data Review View					
A1	name				
	A	B	C	D	E
1	name	gas-dt	rec-loc	tt	qty
2	MARKETER (BRK/DM/PASS)	1-Sep	00024-AGT-BROCKTON	Site	1200
3	MARKETER (BRK/DM/PASS)	2-Sep	00024-AGT-BROCKTON	Site	1100
4	MARKETER (BRK/DM/PASS)	3-Sep	00024-AGT-BROCKTON	Site	1050
5	MARKETER (BRK/DM/PASS)	4-Sep	00024-AGT-BROCKTON	Site	1050
6	MARKETER (BRK/DM/PASS)	5-Sep	00024-AGT-BROCKTON	Site	1125
7	MARKETER (BRK/DM/PASS)	6-Sep	00024-AGT-BROCKTON	Site	1200
8	MARKETER (BRK/DM/PASS)	7-Sep	00024-AGT-BROCKTON	Site	1200
9	MARKETER (BRK/DM/PASS)	8-Sep	00024-AGT-BROCKTON	Site	1150
10	MARKETER (BRK/DM/PASS)	9-Sep	00024-AGT-BROCKTON	Site	1125
11	MARKETER (BRK/DM/PASS)	10-Sep	00024-AGT-BROCKTON	Site	1140
12	MARKETER (BRK/DM/PASS)	11-Sep	00024-AGT-BROCKTON	Site	1140
13	MARKETER (BRK/DM/PASS)	12-Sep	00024-AGT-BROCKTON	Site	1140
14	MARKETER (BRK/DM/PASS)	13-Sep	00024-AGT-BROCKTON	Site	1200
15	MARKETER (BRK/DM/PASS)	14-Sep	00024-AGT-BROCKTON	Site	1200
16	MARKETER (BRK/DM/PASS)	15-Sep	00024-AGT-BROCKTON	Site	1300
17	MARKETER (BRK/DM/PASS)	16-Sep	00024-AGT-BROCKTON	Site	1375
18	MARKETER (BRK/DM/PASS)	17-Sep	00024-AGT-BROCKTON	Site	1375
19	MARKETER (BRK/DM/PASS)	18-Sep	00024-AGT-BROCKTON	Site	1375
20	MARKETER (BRK/DM/PASS)	19-Sep	00024-AGT-BROCKTON	Site	1375
21	MARKETER (BRK/DM/PASS)	20-Sep	00024-AGT-BROCKTON	Site	1300
22	MARKETER (BRK/DM/PASS)	21-Sep	00024-AGT-BROCKTON	Site	1300
23	MARKETER (BRK/DM/PASS)	22-Sep	00024-AGT-BROCKTON	Site	1300
24	MARKETER (BRK/DM/PASS)	23-Sep	00024-AGT-BROCKTON	Site	1300
25	MARKETER (BRK/DM/PASS)	24-Sep	00024-AGT-BROCKTON	Site	1235
26	MARKETER (BRK/DM/PASS)	25-Sep	00024-AGT-BROCKTON	Site	1235
27	MARKETER (BRK/DM/PASS)	26-Sep	00024-AGT-BROCKTON	Site	1235
28	MARKETER (BRK/DM/PASS)	27-Sep	00024-AGT-BROCKTON	Site	1350
29	MARKETER (BRK/DM/PASS)	28-Sep	00024-AGT-BROCKTON	Site	1400
30	MARKETER (BRK/DM/PASS)	29-Sep	00024-AGT-BROCKTON	Site	1450
31	MARKETER (BRK/DM/PASS)	30-Sep	00024-AGT-BROCKTON	Site	1450
32	Subtotal for 00024-AGT-BROCKTON				37375
33	Total for MARKETER (BRK/DM/PASS)				37375
34	MARKETER (BRK/DM/PASS)	1-Sep	00024-AGT-BROCKTON	Site	730

5.3.View Bill Statement

The View Bill Statement report displays a list of available billing statements for the supplier pool site for the current year.

1. To retrieve a prior year, use the Year drop down. Click on the REFRESH button.
2. To retrieve a different pool's account number, use the Account drop down. Click on the REFRESH button.
3. To open a billing statement in Adobe Reader format (PDF), click on the red button next to the statement date.



Energy Access Online

View Supplier Bill Statement
Report Date: Sun Feb 08 13:58:33 CST 2015

Columbia Gas of Massachusetts
A NiSource Company

Prepared for: ABC MARKETER

Select Year: 2015 ▼

Select Account: 99999999-MARKETER (LAW/DM/PASS) ▼ Refresh

Select	Statement Date
	2015-01-12

5.4. View Bill Detail

The View Bill Detail report displays a list of available billing detail reports for the supplier pool site for the current billing month and year.

There are 2 Grids displayed:

- ❖ For Daily Metered accounts, a list of the supplier's daily metered pools and available reports will display.
 - On most occasions, only the "Supplier Bill Insert" will display.
 - When a prior-period adjustment has been calculated for the pool The "Prior Period Adjustment" and "Customer Adjustment Detail" reports will also appear.
 - ❖ For Non-Daily Metered accounts, a list of the supplier's non-daily metered pools and available reports will display. (Only pools where there are customers enrolled for the month will be displayed.)
 - The "NDM Supplier Bill Insert" report will always appear.
 - The "NDM Supplier True-Up" report will always appear.
1. To retrieve a prior month and year, use the Billing Month drop down. Click on the REFRESH button.
 2. To open a billing report in Adobe Reader format (PDF), click on the red button next to the statement date.

**Energy Access Online**

EASy Online Home

- Nominations & Scheduling
- Customer Data
- ▼ **Supplier Data**
 - Month End Purchases
 - Month End Markets
 - View Bill Statement
 - View Bill Detail
- Non Daily Metered
- Informational Postings
- Administration
- **Contact Us**
 - Technical Support
 - Site Map

▼ Expand All Contract All ▲

View Supplier Bill Detail

Report Date: Sun Feb 08 14:04:16 CST 2015

Prepared for: ABC MARKETER

Billing Month:

Daily Metered Pools

Select	Pool	Report
	MARKETER (BRK/DM/PASS)	Supplier Bill Insert
	MARKETER (LAW/DM/PASS)	Supplier Bill Insert
	MARKETER (SPR/DM/PASS)	Supplier Bill Insert



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EASy Online Home

- Nominations & Scheduling
- Customer Data
- ▼ Supplier Data
 - Month End Purchases
 - Month End Markets
 - View Bill Statement
 - View Bill Detail
- Non Daily Metered
- Informational Postings
- Administration
- Contact Us
- Technical Support
- Site Map

Non-Daily Metered Pools

Select	Pool	Report
	MARKETER (BRK/NDM/PASS)	Supplier Bill Insert
	MARKETER (BRK/NDM/PASS)	Supplier True Up
	MARKETER (LAW/NDM/PASS)	Supplier Bill Insert
	MARKETER (LAW/NDM/PASS)	Supplier True Up
	MARKETER (SPR/NDM/PASS)	Supplier Bill Insert
	MARKETER (SPR/NDM/PASS)	Supplier True Up

6. Customer Data

The customer data section contains two reports that show the customer usage.

- Metered Usage by Day
- Metered Usage by Month

6.1. Metered Usage by Day

The Metered Usage by Day report displays the usage for each of the marketer's customer pools. These pools are categorized by service territory, daily metered versus non-daily metered, and pass-thru versus complete billing. Non-daily metered pools do not appear on the Metered Usage by Day web page.

3. To retrieve a prior month, use the Month and Year drop downs. Click on the REFRESH button.

The screenshot shows the 'Energy Access Online' web application. On the left is a blue sidebar with the 'EASy Online Home' menu, including links for Nominations & Scheduling, Customer Data (with sub-links for Metered Usage by Day and Month), Supplier Data, Informational Postings, Administration, Contact Us, Transport Services, Webmaster, Technical Support, and Site Map. The main content area has a blue header with the 'Energy Access Online' title. Below this, the report is titled 'Metered Usage' and shows the report date as 'Wed Oct 19 16:52:03 CDT 2011' and prepared for 'ABC MARKETER'. The 'Columbia Gas of Massachusetts' logo is in the top right. A 'Gas Date' selector shows 'Sep 18 2011' with a 'Refresh' button. A table displays usage data for three sites: MARKETER (BRK/DM/PASS), MARKETER (LAW/DM/PASS), and MARKETER (SPR/DM/PASS). Below the table, a message states: 'You may [download](#) the contents of this response in FF/EDM format.' with a download icon. The footer contains copyright information for Columbia Gas of Massachusetts and a link to 'Terms and Conditions of Use'.

Site	Instrument Type	Instrument ID	Usage in DTH	Message
MARKETER (BRK/DM/PASS)	N/A	N/A	1,414.2	
MARKETER (LAW/DM/PASS)	N/A	N/A	246.2	
MARKETER (SPR/DM/PASS)	N/A	N/A	87.3	

4. The message column can display "Pool Member Volume is Missing" if not all the customers in the pool have usage loaded in our system.
5. If the pool has not been billed yet, a message will appear in Red at the heading:

Dth volume displayed may not represent actual billed volume.

This is because the final BTU factor for the month has not been calculated. The BTU Factor is used to convert CCF or MCF usage to dekatherms.

6. To view the customer usage details behind each pool, click on the pool name link under the Site column.

The screenshot displays the EASy Online Home interface. On the left is a blue navigation menu with links: Nominations & Scheduling, Customer Data (selected), Supplier Data, Informational Postings, Administration, Contact Us, Transport Services, Webmaster, Technical Support, and Site Map. The main content area is titled "Metered Usage" and includes the report date (Wed Oct 19 16:53:56 CDT 2011) and the prepared for (ABC MARKETER). Below this is a "Gas Date" selector set to Sep 18, 2011, with a "Refresh" button. The "Pool" is identified as MARKETER (BRK/DM/PASS). A table lists customer usage details with columns: Site, Instrument Type, Instrument ID, Usage in DTH, and Message. The table contains 10 rows of customer data. At the bottom of the main area, a message states: "You may [download](#) the contents of this response in FF/EDM format." with a download icon. The footer includes copyright information for Columbia Gas of Massachusetts and a link to Terms and Conditions of Use.

Energy Access Online

EASy Online Home

- Nominations & Scheduling
- Customer Data
 - Metered Usage by Day
 - Metered Usage by Month
- Supplier Data
- Informational Postings
- Administration
- Contact Us
 - Transport Services
 - Webmaster
 - Technical Support
 - Site Map

Metered Usage

Report Date: Wed Oct 19 16:53:56 CDT 2011
Prepared for: ABC MARKETER

Gas Date: Sep 18 2011 Refresh

Pool: MARKETER (BRK/DM/PASS)

Site	Instrument Type	Instrument ID	Usage in DTH	Message
CUSTOMER 3	EFC	10000414	120.5	
CUSTOMER 5	EFC	10000178	43.3	
CUSTOMER D	EFC	10000386	198.8	
CUSTOMER G	EFC	10000123	81.4	
CUSTOMER H	EFC	10000405	457.3	
CUSTOMER K	EFC	10000117	13.4	
CUSTOMER O	EFC	10000347	2.1	
CUSTOMER R	EFC	10000018	70.0	
CUSTOMER T	EFC	10000423	333.7	
CUSTOMER X	EFC	10000111	93.7	

You may [download](#) the contents of this response in FF/EDM format.

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7. The message column can display
- “Missing Volume” if the customer’s usage has not been loaded in our system
 - “Manual Entry” if the customer’s usage has been modified after loaded into the system, or it has been entered manually
 - “Estimated” if the customer’s usage has been estimated.
8. Both the marketer pool usage and customer usage detail can be exported to any application that accepts comma separated files, such as Microsoft Excel. Click on the [download](#) link. When prompted, click on the OPEN button to open immediate, or SAVE button to save on your local drives.

Microsoft Excel Hint: To expand the columns to fit the width of the data, select all the contents (Ctrl + A). Choose Format → Autofit Column Width.

DownloadPage[2].csv - Microsoft Excel

	C	D	E	F	G	H	I	J	K
1	svc-req-name	pool-dn-name	dn-id	dn-name	instrument-type-name	instrument-id	qty	pool	msg-txt
2	ABC MARKETER	MARKETER (BRK/DM/PASS)	906825003	CUSTOMER 3	EFC	10000414	120.5	N	
3	ABC MARKETER	MARKETER (BRK/DM/PASS)	950503003	CUSTOMER 5	EFC	10000178	43.3	N	
4	ABC MARKETER	MARKETER (BRK/DM/PASS)	126693003	CUSTOMER D	EFC	10000386	198.8	N	
5	ABC MARKETER	MARKETER (BRK/DM/PASS)	314503008	CUSTOMER G	EFC	10000123	81.4	N	
6	ABC MARKETER	MARKETER (BRK/DM/PASS)	333335005	CUSTOMER H	EFC	10000405	457.3	N	
7	ABC MARKETER	MARKETER (BRK/DM/PASS)	389303004	CUSTOMER K	EFC	10000117	13.4	N	
8	ABC MARKETER	MARKETER (BRK/DM/PASS)	463903009	CUSTOMER O	EFC	10000347	2.1	N	
9	ABC MARKETER	MARKETER (BRK/DM/PASS)	540813008	CUSTOMER R	EFC	10000018	70	N	
10	ABC MARKETER	MARKETER (BRK/DM/PASS)	612603009	CUSTOMER T	EFC	10000423	333.7	N	
11	ABC MARKETER	MARKETER (BRK/DM/PASS)	788703007	CUSTOMER X	EFC	10000111	93.7	N	
12									

6.2.Metered Usage by Month

The Metered Usage by Month report displays the usage for each of the marketer's customer pools for each day in the month. These pools are categorized by service territory, daily metered versus non-daily metered, and pass-thru versus complete billing. Non-daily metered pools do not appear on the Metered Usage by Day web page.

1. To retrieve a prior month, use the Month and Year drop downs. Click on the REFRESH button.
2. To filter by a customer site or a pool total, use the Filter by Site drop down. Setting the drop down to blank resets the filter.
3. To filter by all the customers in a pool, use the Filter by Pool drop down. Setting the drop down to blank resets the filter.


Energy Access Online

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Metered Usage By Month
 Report Date: Thu Oct 20 10:46:46 CDT 2011
 Prepared for: ABC MARKETER

 Gas Date: Sep 2011 Refresh
 Filter by Site:
 Filter by Pool:



Site	Gas Day	Usage (Dth)	Contract Type	Pool Name	Message
CUSTOMER 3	09-01	134.9	Pool Member	MARKETER (BRK/DM/PASS)	
CUSTOMER 4	09-01	3.1	Pool Member	MARKETER (LAW/DM/PASS)	
CUSTOMER 5	09-01	48.4	Pool Member	MARKETER (BRK/DM/PASS)	Manual Entry
CUSTOMER 6	09-01	0.0	Pool Member	MARKETER (SPR/DM/PASS)	
CUSTOMER C	09-01	6.2	Pool Member	MARKETER (LAW/DM/PASS)	Manual Entry
CUSTOMER D	09-01	157.6	Pool Member	MARKETER (BRK/DM/PASS)	
CUSTOMER E	09-01	7.2	Pool Member	MARKETER (LAW/DM/PASS)	
CUSTOMER F	09-01	0.0	Pool Member	MARKETER (LAW/DM/PASS)	
CUSTOMER G	09-01	62.8	Pool Member	MARKETER (BRK/DM/PASS)	
CUSTOMER H	09-01	407.9	Pool Member	MARKETER (BRK/DM/PASS)	
CUSTOMER J	09-01	79.3	Pool Member	MARKETER (LAW/DM/PASS)	
CUSTOMER K	09-01	0.0	Pool Member	MARKETER (BRK/DM/PASS)	
CUSTOMER L	09-01	10.3	Pool Member	MARKETER (SPR/DM/PASS)	
CUSTOMER N	09-01	174.1	Pool Member	MARKETER (LAW/DM/PASS)	
CUSTOMER O	09-01	1.0	Pool Member	MARKETER (BRK/DM/PASS)	
CUSTOMER Q	09-01	28.8	Pool Member	MARKETER (SPR/DM/PASS)	
CUSTOMER R	09-01	71.1	Pool Member	MARKETER (BRK/DM/PASS)	
CUSTOMER T	09-01	229.7	Pool Member	MARKETER (BRK/DM/PASS)	
CUSTOMER U	09-01	41.2	Pool Member	MARKETER (LAW/DM/PASS)	

Expand All Contract All

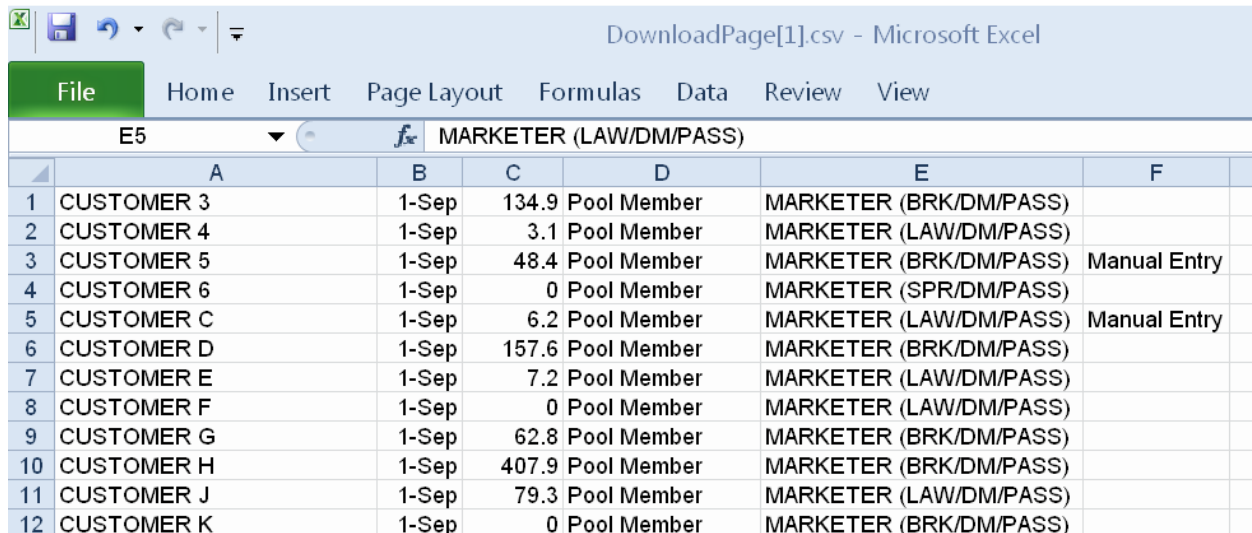
4. If the pool has not been billed yet, a message will appear in Red at the heading:

Dth volume displayed may not represent actual billed volume.

This is because the final BTU factor for the month has not been calculated. The BTU Factor is used to convert CCF or MCF usage to dekatherms.

5. The message column can display
- "Pool Member Volume is Missing" if not all the customers in the pool have usage loaded in our system.
 - "Missing Volume" if the customer's usage has not been loaded in our system
 - "Manual Entry" if the customer's usage has been modified after loaded into the system, or it has been entered manually
 - "Estimated" if the customer's usage has been estimated.
6. The usage by month can be exported to any application that accepts comma separated files, such as Microsoft Excel. Click on the download link. When prompted, click on the OPEN button to open immediate, or SAVE button to save on your local drives.

Microsoft Excel Hint: To expand the columns to fit the width of the data, select all the contents (Ctrl + A). Choose Format → Autofit Column Width.

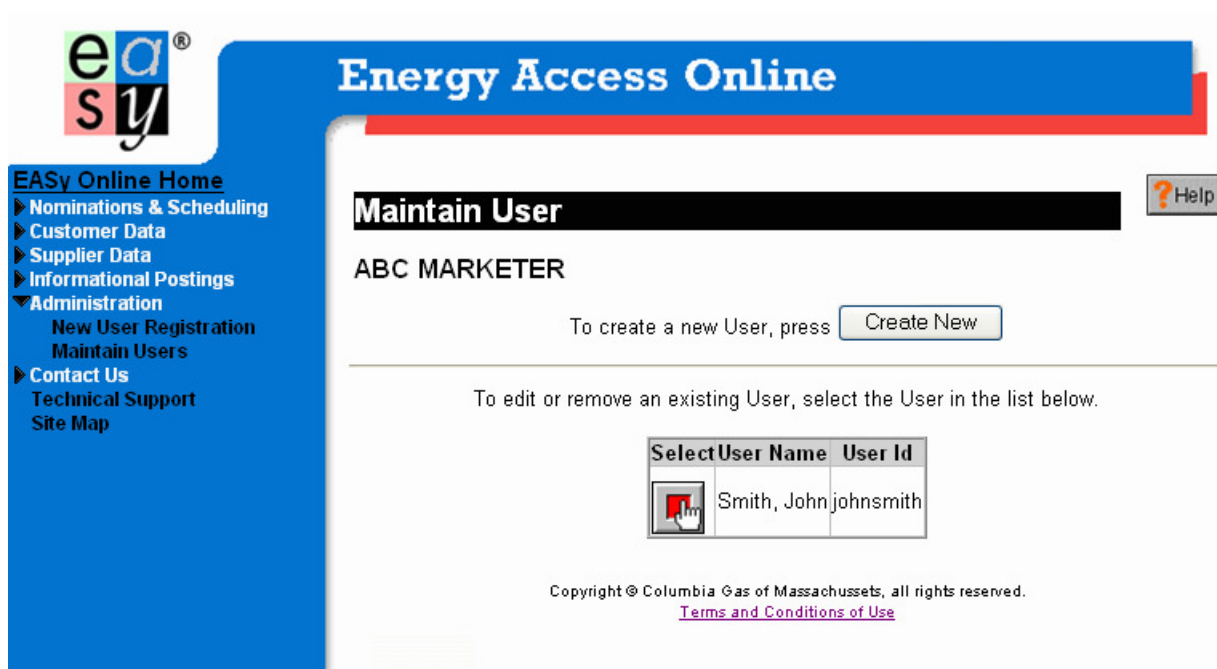


	A	B	C	D	E	F
1	CUSTOMER 3	1-Sep	134.9	Pool Member	MARKETER (BRK/DM/PASS)	
2	CUSTOMER 4	1-Sep	3.1	Pool Member	MARKETER (LAW/DM/PASS)	
3	CUSTOMER 5	1-Sep	48.4	Pool Member	MARKETER (BRK/DM/PASS)	Manual Entry
4	CUSTOMER 6	1-Sep	0	Pool Member	MARKETER (SPR/DM/PASS)	
5	CUSTOMER C	1-Sep	6.2	Pool Member	MARKETER (LAW/DM/PASS)	Manual Entry
6	CUSTOMER D	1-Sep	157.6	Pool Member	MARKETER (BRK/DM/PASS)	
7	CUSTOMER E	1-Sep	7.2	Pool Member	MARKETER (LAW/DM/PASS)	
8	CUSTOMER F	1-Sep	0	Pool Member	MARKETER (LAW/DM/PASS)	
9	CUSTOMER G	1-Sep	62.8	Pool Member	MARKETER (BRK/DM/PASS)	
10	CUSTOMER H	1-Sep	407.9	Pool Member	MARKETER (BRK/DM/PASS)	
11	CUSTOMER J	1-Sep	79.3	Pool Member	MARKETER (LAW/DM/PASS)	
12	CUSTOMER K	1-Sep	0	Pool Member	MARKETER (BRK/DM/PASS)	

7. User Administration

The Maintain Users page provides the ability for a designated security administrator to add, change, and remove the users of EnergyAccessOnline. Each user can be assigned the userid and password he or she will use to log on to the secured portions of the EnergyAccessOnline application. Each user can also be assigned to the functions he or she will be performing. The user will be restricted to those assigned functions.

Note that Columbia Gas of Massachusetts cannot be responsible for removing users who should no longer have access to functions to which they have been assigned. See Columbia Gas of Massachusetts's [Terms and Conditions of Use](#) for further information.



Energy Access Online

EASy Online Home

- Nominations & Scheduling
- Customer Data
- Supplier Data
- Informational Postings
- ▼ Administration
 - New User Registration
 - Maintain Users
- Contact Us
- Technical Support
- Site Map

Maintain User 

ABC MARKETER

To create a new User, press

To edit or remove an existing User, select the User in the list below.

Select	User Name	User Id
	Smith, John	johnsmith

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7.1. Adding a new user

When the Maintain User web page is first opened, there is the option to create a new user, modify an existing user or remove a user. To add a new user:

1. Click on the CREATE NEW button.
2. You will be presented with a blank form for entering the user information.

The screenshot shows the 'Energy Access Online' web interface. On the left is a blue sidebar with the 'EASy Online Home' logo and a navigation menu. The main content area is titled 'Maintain User' and shows the user 'ABC MARKETER'. It contains a form for entering user information with various fields and checkboxes. At the bottom of the sidebar are 'Expand All' and 'Contract All' links. At the bottom of the form are 'Save New' and 'Reset' buttons.

Energy Access Online

Maintain User [? Help](#)

ABC MARKETER

Please enter the following User information:
** denotes required entries*
*** one of these entries are required*

*First Name

*Last Name

Title

*Email Address

*Phone Number

Phone Extension

**24 Hour Phone Number

24 Hour Phone Extension

**Pager Number

Pager Pin

Fax Number

*User Id

*Password

*Confirm Password

*Passphrase (Used to confirm identity for password resets)

Select the function(s) this user can use:

Metered Usage ☐

Transportation Nomination ☐

Transportation Nomination View Only ☐

Upstream Contracts ☐

[Save New](#) [Reset](#)

[Expand All](#) [Contract All](#)

The rules for valid entry are:

- All required fields must be entered. Required fields are designated by an asterisk.
- The phone number and fax number (if entered) must include the area code, and cannot include an extension. It is only necessary to enter the numbers.
- The userid cannot be changed once it is saved.
- The password:
 - must be at least seven to eight characters
 - must contain at least (0 - 9) or one special character (@, \$, { })
 - cannot begin with a number or special character
 - must contain at least one upper and lower case alphabetic character (A-Z and a-z)
 - must contain no more than 2 pair(s) of repeating characters
 - is case sensitive.
- The confirm password must be the same as the password, to ensure correct entry, as the password is not visible on the screen.

Important Notes:

- The passphrase is one or two words used to confirm the identity of the user when he/she calls the Help Desk for a password reset. Examples are "chocolate", "mustang", or "orange".
 - The list of available functions is based on the contracts for services the company has with Columbia Gas of Massachusetts.
 - If the user would need **READ ONLY** access to transport nomination, **BOTH** Transportation Nomination and Transportation Nomination View Only functions need to be checked.
3. Press the 'Save' button. If there is an error, the page will be presented again with the error message(s) displayed. If the new user was accepted, the user information will be displayed with a confirmation message.

7.2.Modifying an existing user

When the Maintain User web page is first opened, there is the option to create a new user, modify an existing user, or remove a user. To modify an existing user:

1. Press the red SELECT button on the left side of an existing user. You will be presented with the information currently on file for that user.

The screenshot shows the 'Energy Access Online' web interface. On the left is a blue sidebar with the 'EASy Online Home' logo and a navigation menu. The main content area is titled 'Maintain User' and shows details for a user named 'ABC MARKETER'. The page includes a 'Help' button and a form for updating user information. The form contains fields for First Name, Last Name, Title, Email Address, Phone Number, 24 Hour Phone Number, Pager Number, User Id, Password, Confirm Password, and Passphrase. Below the form are checkboxes for selecting user functions: Metered Usage, Transportation Nomination, Transportation Nomination View Only, Upstream Contracts, and Maintain Users. At the bottom are buttons for 'Save Changes', 'Remove', and 'Reset'.

Energy Access Online

Maintain User Help

ABC MARKETER

Please enter the following User information:
** denotes required entries*
*** one of these entries is required*

*First Name

*Last Name

Title

*Email Address

*Phone Number

Phone Extension

**24 Hour Phone Number

24 Hour Phone Extension

**Pager Number

Pager Pin

Fax Number

*User Id

*Password

*Confirm Password

*Passphrase (Used to confirm identity for password resets)

Select the function(s) this user can use:

Metered Usage ☒

Transportation Nomination ☒

Transportation Nomination View Only ☐

Upstream Contracts ☒

Maintain Users ☒

2. The rules for valid entry are:

- All required fields must be entered. Required fields are designated by an asterisk.
- The phone number and fax number (if entered) must include the area code, and cannot include an extension. It is only necessary to enter the numbers.
- The userid cannot be changed.
- The password:
 - must be at least seven to eight characters
 - must contain at least (0 - 9) or one special character (@, \$, { })
 - cannot begin with a number or special character
 - must contain at least one upper and lower case alphabetic character (A-Z and a-z)
 - must contain no more than 2 pair(s) of repeating characters
 - is case sensitive.
- The confirm password must be the same as the password, to ensure correct entry, as the password is not visible on the screen.

Important Notes:

- The passphrase is one or two words used to confirm the identity of the user when he/she calls the Help Desk for a password reset. Examples are "chocolate", "mustang", or "orange".
- The list of available functions is based on the contracts for services the company has with Columbia Gas of Massachusetts.
- If the user would need READ ONLY access to transport nomination, BOTH Transportation Nomination and Transportation Nomination View Only functions need to be checked.

3. Press the 'Save' button. If there is an error, the page will be presented again with the error message(s) displayed. If the new user was accepted, the user information will be displayed with a confirmation message.

7.3.Removing an existing user

When the Maintain User web page is first opened, there is the option to create a new user, modify an existing user, or remove a user. To remove an existing user:

1. Press the red SELECT button on the left side of an existing user. You will be presented with the information currently on file for that user.
2. Press the 'Remove' button. The user information will be displayed with a confirmation message.

8. *Contact Information*

We welcome questions or comments about our web site. We also are available to help with the use of the web site, and for user registration and password assistance.

Password Issues

Phone: 866-891-4127

Technical Issues / Feedback

Phone: 219-647-5678

Email: energyaccessonline@nisource.com

Business Contacts:

For up to date contact information, please visit the [Transportation Services](#) web page under the Contact Us section.